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THE FORMATION AND
OPERATION OF A COMMUNITY
OUTDOOR SKATING RINK

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OPERATION OF A COMMUNITY
OUTDOOR SKATING RINK**



Prepared by:

**The Department of Culture and Recreation
City Hall
71 Main Street West
HAMILTON, Ontario L8N 3T4**

The formation of a Community Committee to achieve a common goal is an interesting and rewarding experience. It not only creates a closer neighbourhood, it enhances the Community through its objectives and raises more interest through participation in the City operation and political system.

The Commission of the European Communities
in an attempt to help the people of the
world to overcome the economic difficulties
which have arisen through the present situation

FORMING AN OUTDOOR SKATING COMMITTEE

The process begins by determining how much interest and support there is in the surrounding neighbourhood.

This can be achieved several ways:

- 1) discussions with neighbours that have children
- 2) discussions with neighbours that have lived in the area longer and remember a rink
- 3) posting of notices on posts or notice boards

The above has to be ongoing, but the core group of volunteers has to be large enough to support the idea when others lose interest. This will inevitably happen because there is a lot of time and effort required to maintain the skating surface.

The committee should then operate in a businesslike fashion to ensure smooth operation. A Chairman, Secretary and Treasurer could be elected with others being drafted as time, numbers and activities progress.

A formal application form which is enclosed at the back of this manual has to be completed and returned to the Department of Culture and Recreation, City Hall prior to December 1.

The form requires a contact person who will be responsible for the equipment and safe operation of the rink.

FORMING AN OUTDOOR SCIENCE COMMUNITY

The process begins by determining how much interest and support

there is in the surrounding neighborhood.

This can be achieved several ways:

- 1) Interview with neighbors that have the skills
- 2) Interview with neighbors that have the time
- 3) Interview with neighbors that have the money
- 4) Interview with neighbors that have the space

The next step is to organize the community science project

in such a way that the community science project can be

successfully implemented. There are a number of factors that

must be considered:

- The community science project is a long-term project
- The community science project is a community project
- The community science project is a community project
- The community science project is a community project

A number of factors must be considered in the early stages of the project:

How to the community science project can be implemented

How to the community science project can be implemented

The form is given a number of factors that will be considered in the

implementation of the project.

The City will provide the following:

1. site preparation
2. a water supply
3. a wooden storage shed over the water supply
4. an electric heater
5. fire hoses and a nozzle
6. a shovel and two scrapers
7. will clear the surface of snow after a snowfall exceeding 4"
8. any signs required
9. information, instruction and try to fulfill other reasonable requests.

The City will not be putting boards around the perimeter or doing the actual flooding as is sometimes preconceived.

The Rink Committee will:

1. record daily conditions and keep track of skating days
2. flood the ice surface
3. generally maintain cleanliness in Clubhouse
4. supply nets and equipment
5. clear snow if less than 4"

The City will provide the following:

1. site preparation
2. a water supply
3. a wooden storage shed over the water supply
4. an electric heater
5. the house and a garage
6. a shower and two cupboards
7. will clean the interior of house after a snowfall according to city rules
8. any signs required
9. information, instruction and try to fulfill other reasonable requests

The City will not be paying for the removal of debris from the property.

Actual charges will be determined by the City.

The Board of Directors will:

1. review the condition and keep track of existing signs
2. check the fire station
3. provide maintenance cleanliness in Clubhouse
4. supply water and equipment
5. clear snow if less than 4"

It is helpful if someone in the group has had prior icemaking experience, but if no one has, the Parks Department will assist.

A brief outline of the outdoor icemaking process follows:

1. Sustained cold weather, so the ground is frozen solidly and your ice won't melt while you are in the process of making it and while it is thin in the early stages.
2. Snow speeds up the process as it fills in some of the surface irregularities, covers the grass and is used to create the borders.
3. The flooding is then achieved by multiple layers of a fine mist. This is very important for a solid base. A heavy spray warms up the surface and will run off or soak through, creating air pockets. Setting down the hose and letting it run is not the way to make ice, for the previously mentioned reasons.
4. The ice surface should be scraped off prior to flooding to remove snow and ensure a smooth surface to build on.
5. The best time to make ice is when the temperature is below -5°C , so the light flooding can freeze prior to the next application. Daylight flooding requires considerably colder temperatures because the sunlight raises the ice surface temperature.

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The size and number of rinks is decided by the Committee. The greatest determining factors will be the size of park and the planned use of the rink or rinks. It is better to create a larger surface to allow safer skating and room for shovelled snow around the perimeter. There is not that much more work involved with a larger surface, because when you are flooding, it could be frozen by the time you have reached the end and could start again.

All skating is done at your own risk on these rinks. Neither the City nor the Committee can be held responsible for the use of it. There is limited insurance coverage for the Committee Members who fall and are injured while in the process of icemaking.

City By-laws prohibit hockey on City property due to safety and insurance reasons. If any injuries occur to a user as a result of hockey, the City will immediately close down the rink. Since there will be hockey, it must be strictly controlled. That is where a separate rink for hockey only should be considered.

To permit safe and enjoyable use of the rink, the Committee should draft rules. There should be a few general rules to make it safe and fun for all users and they should be enforced.

To help support and encourage these outdoor rinks, the City will pay a fixed amount per day of skating. The rates this year are \$7.00 for a single rink and \$8.00 for a double rink, to a maximum of \$350.00. For this reason it is important to maintain accurate daily records of the ice conditions when submitting the statement April 1. The City does daily checks on all skating rinks and these results are used to verify the Committee's request for payment of skating days.

To create and maintain the ice surface, daily flooding should be done, weather permitting. Since all the members are volunteers and have different time demands, a weekly schedule is posted and the person writes in when he is available. Two people are required for flooding for several reasons:

1. safety - the ice becomes very slippery when wet
2. assist in connecting and moving the hoses (they become very heavy and difficult to move when you are standing on wet ice)
3. scraping the ice surface (users present at the time can and are drafted as required!)

A telephone and address list should be compiled and a copy given to each person.

The skating rink can be operated just as such or could be used as a Community focal point. Activities such as serving hot chocolate could be done with expenses being paid for from the money from the City. The shed could be used to post notices and newsletters to keep people informed and recruit more volunteers.

Once the Committee is operating and getting a good response from the Community, it may want to expand into other areas such as raising money for improving playground equipment, Neighbourhood Watch or become a year-round operation by planning summer activities.

To create and maintain the system, daily checks should be made
weather-permitting. Since all the members are volunteers and have different
time schedules, a weekly schedule is posted and the person whose is posted the
weekend. Two people are assigned the checking the weekly reports.

1. *Survey* - The first person very simply will be
2. *Survey* - The second person will be the person whose house is
checked and difficult to move when you are standing on wet law.
3. *Survey* - The third person (many members in the area can help out
checked as required).

A telephone number should be assigned and a copy given to
each person.

The starting time can be specified but as much as possible be used as a
Community goal point. Activities such as setting the schedule could be
done with expenses being paid for from the money from the City. The goal
could be used to post notices and newsletters to keep people informed and
return their notices.

Over the Community is operating and getting a good response from the
Community. It may want to expand into other areas such as making money for
negative physical appearance. Neighborhood Watch or similar a year-
round operation by planning summer activities.

APPLICATION FORMS

For the purpose of the City of Hamilton, the following information is required:

1. Name of the applicant:

2. Address:

3. Phone:

4. E-mail:

5. Fax:

6. Telephone:

APPLICATION FORMS

7. The date that you wish to start work is:

8. How long have you been in the City of Hamilton?

9. Are you currently employed?

YES

10. Are you currently unemployed?

YES

Please provide as much further information as you require in your application.

Signed:

Received by the Director, December 1, 1991

James Johnson, Administrative Assistant
Department of Culture and Recreation
City of Hamilton
433 Main Street West
Hamilton, Ontario L8N 3T4

APPENDIX A

CORPORATION OF THE CITY OF HAMILTON

INTEREST EXPRESSION FOR

A NEIGHBOURHOOD RINK

Yes, our neighbourhood is interested in supporting the provisions for a neighbourhood rink.....

Contact Person -

Name: _____

Address: _____

Postal Code: _____

Telephone #: _____

The area that the rink would be located is _____

Would you be interested in:

a combined orientation meeting _____ yes

or an individual site meeting _____ yes

Please feel free to attach further information on your committee or requests.

Signed

Return by the Deadline December 1 to:

Doreen Johnson, Administrative Assistant
Department of Culture and Recreation
Corporation of the City of Hamilton
4th Floor, 71 Main Street West
HAMILTON, Ontario L8N 3T4

For the purpose of the report, the Board has been instructed to consider the following:

1. The Board has been instructed to consider the following:

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8. The Board has been instructed to consider the following:

9. The Board has been instructed to consider the following:

10. The Board has been instructed to consider the following:

Please find in each of the following sections the Board's recommendations and conclusions.

Signed

Respectfully,
The Board of

Director of the Administration
Department of Culture and Recreation
City of Boston
100 State Street
Boston, MA 02109
Tel: 617-725-1300

NEIGHBOURHOOD SKATING DAYS REPORT

NAME OF RINK _____

CHAIRPERSON _____

Please specify the dates of Skating Days and Total (i.e. October 10, 12, 17 = Total of 3 Skating Days)

NOVEMBER _____ TOTAL _____

DECEMBER _____ TOTAL _____

JANUARY _____ TOTAL _____

FEBRUARY _____ TOTAL _____

MARCH _____ TOTAL _____

NOTE: Skating Days claimed must be based on good ice conditions.

CLAIM REQUESTED

Single Rink _____ Days x \$7.00 = \$ _____

Double Rink _____ Days x \$8.00 = \$ _____

GENERAL COMMENTS

SIGNATURE _____
Chairman or Treasurer

Cheque Payable to: _____

Address: _____

Return by the Deadline April 1 to:

Doreen Johnson, Administrative Assistant
Department of Culture and Recreation
Corporation of the City of Hamilton
4th Floor, 71 Main Street West
HAMILTON, Ontario L8N 3T4

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